

# **Life of a Document**

## **From Paper to Digital**

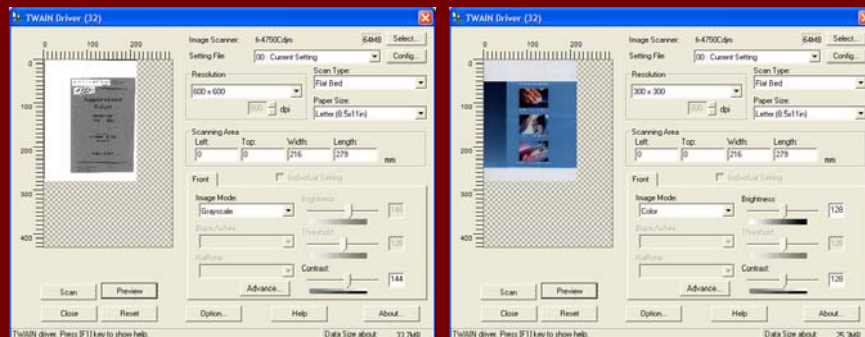
**Wynne Nafus Sayer  
South Dakota State Library**

[www.sdstatelibrary.com/stateemployee/digitalcollections](http://www.sdstatelibrary.com/stateemployee/digitalcollections)

## **Scanning Standards**

- **DPI vs PPI**
  - Dots Per Inch = Printable on Paper
  - Pixels Per Inch = Monitor
- **Preservation: 600 ppi.**
  - For Original Scans
- **Access: 300 ppi.**
  - For Working Scans

## 600 vs 300



## File Formats

- **TIFF: Tagged Image File Format**
  - Flexible and Adaptable
    - Multi page scans can live in one document
  - Better Quality than JPG
  - Widely accepted
- **PDF: Portable Document Format**
  - PDF nearly anything
    - Web Receipts to Word Documents
  - Accessibility Features for People with Disabilities

## **File Storage**

- **What is your File Retention Schedule?**
  - Paper and Digital files should follow the same schedule as set by agency.
- **CD vs. DVDs**
- **Terabyte Storage**
- **Records Management**
  - Digital to Microfilm Processing

## **Images Vs. Text**

- **Can you find your online PDF files through SoDakLIVE? Google?**
  - Acrobat will consider scanned content as an image until it is specifically recognized as text.
- **OCR: Optical Character Recognition**
  - The mechanical or electronic translation of images of handwritten or typewritten text (usually captured by a scanner) into machine-editable text.

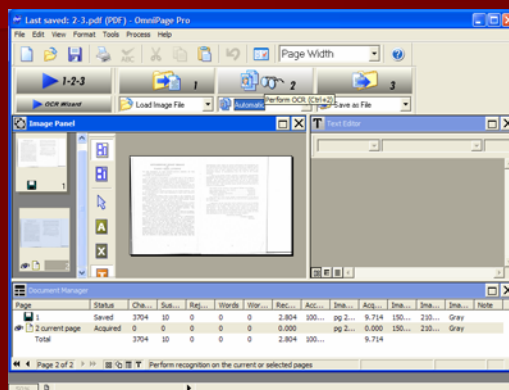
# Software

## ■ OmniPage is available on State Contract

- Scans and formats documents
- Ability to edit with precision
- Website offers many tutorials

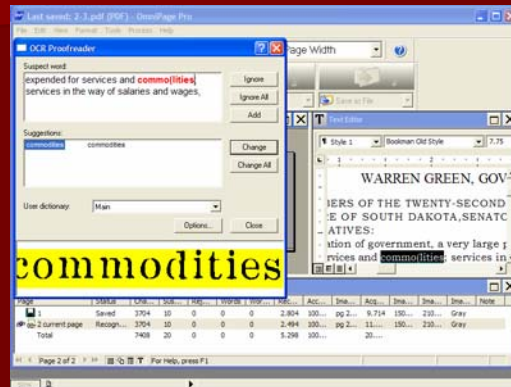


## Software: OmniPage



Software will scan, OCR, and convert files to various formats, including Microsoft Word, Excel, or straight to Adobe PDF.

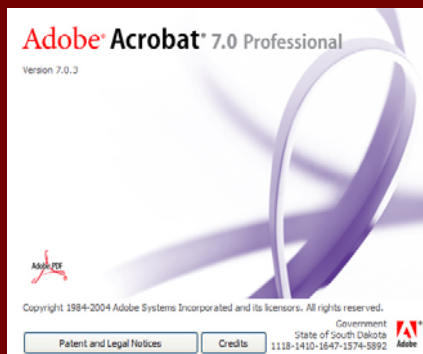
## Software: OmniPage



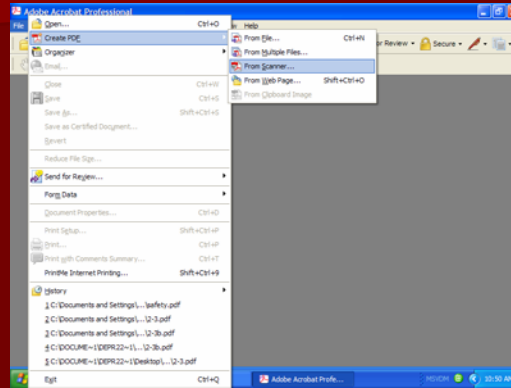
Features include an OCR Proofreader and a Text Editor that works just like Microsoft Word.

## Software

- **Adobe Acrobat Professional**
  - Ability to recognize text
  - Tutorial: Terry White's Podcast, June 2006: <http://creativesuitepodcast.com/>

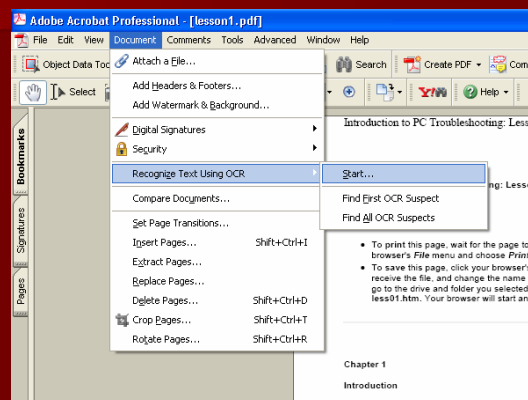


# Software: Adobe Acrobat



Software will create PDFs from scanner or other scanned images

# Software: Adobe Acrobat



Ability to Recognize Text using OCR

## **Word Vs. PDF**

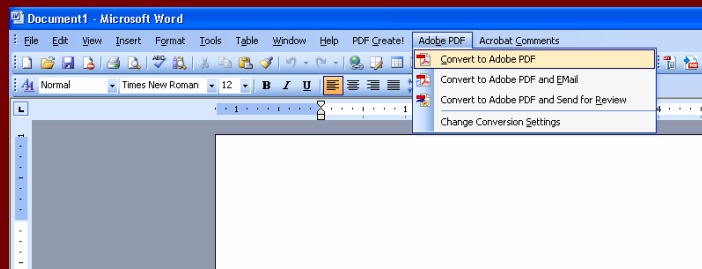
- **Do you have MS Word files posted on your website?**
  - **Compatibility Issues:**
    - There are people out there who do not use Microsoft Products, including Word.
  - **Formatting and Security Issues:**
    - Users may not have the same fonts as you do.
    - Users could easily alter your document
  - **File Size Considerations:**
    - Download size and time factors. Are your files optimized for a speedy web experience?

## **Word Vs. PDF**

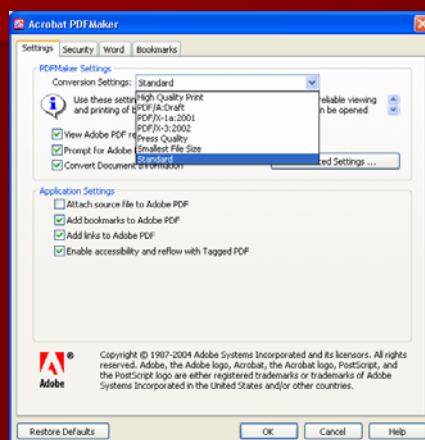
- **PDF files are:**
  - **Widely Used and Recognized**
  - **Smaller, web optimized file sizes**
  - **File retention:**
    - **Fonts**
    - **Images**
    - **Layout**
  - **File Protection:**
    - **Ability to set various levels of security**

# How do I PDF this?

- You **NEED** to have a PDF driver or creator, either **Acrobat PDF** or another alternative.
- **PDF'ing** a document is similar to printing to your desktop printer.
- Some programs may have a PDF option available:



## PDF Settings



- **STANDARD:**  
Best for Text Only
- **HIGH QUALITY:**  
Best for documents with Images and Text
- **PRESS QUALITY:**  
Best for sending document to be professionally printed
- **SMALLEST FILE SIZE:**  
Web Only Access or emailing proof versions of document



## PDF Settings

Default PDF Settings	Resolution DPI: Overall	Resolution PPI: Images	Embedded Fonts	Color
<b>Standard</b>	600	150/ 225 (c/ gs) 1200/ 1800 (mono)	Yes	Preserve
<b>High Quality</b>	2400	300/ 450 (c/ gs) 1200/ 1800 (mono)	Yes	Preserve
<b>Press Quality</b>	2400	300/ 450 (c/ gs) 1200/ 1800 (mono)	Yes	Preserve
<b>Smallest File Size</b>	600	100/ 120 (color) 150/ 225 (gs) 300/ 450 (mono)	No	Convert to RGB

**C: Color, GS: Grayscale, MONO: Monochromatic**  
**RGB: Red Green Blue Color Model**

## Life of a Document

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